

**Subject:** Career Opportunities: LA Fashion District - Office Assistant & Intern  
**From:** BID Consortium <labidconsortium@gmail.com>  
**Date:** 03/05/2018 03:31 PM  
**To:** BID Consortium <labidconsortium@gmail.com>

Good Afternoon -

The LA Fashion District is looking for a part-time Office Assistant and Interns. Please see the announcements below and feel free to pass along the attached PDFs to anyone interested.

Thank you,  
Jasmine

---

## **Job Announcement**

Office Assistant - Part-time work, in a small non-profit office.

Need a job with hours that aren't too confining where you're still able to foster skills and build your resume/experience? Come work as the office assistant at a small five-person non-profit office that offers schedule flexibility and an opportunity to learn more about the LA Fashion District, DTLA, and the City of Los Angeles

### **The Company:**

LA Fashion District Business Improvement District (BID) was the first organization of its kind to be established in Los Angeles and has been in operation for 21 years. The BID is dedicated to helping the Fashion District community be a clean, safe, and friendly place to work, shop, live and do business.

### **The Position:**

We are looking for a part-time office assistant to work Tuesday-Thursday from 10am-2pm. Must have a high-school diploma or GED, experience with Office Suite, and speaking Spanish is a plus. Salary is \$15/hr.

### **The Location:**

The BID Administrative Office is located in the Fashion District within walking distance of the very popular Santee Alley and LA Flower Markets. You will have access to fashion, flowers, and numerous eateries at the doorstep.

### **Why You Should Apply?**

- Flexible Hours

- Contribution to Parking or Public Transportation Included
- Exciting Area to Work
- Builds Experience
- Learning Opportunities

**Interested?**

Please submit resume to Jasmine Ramos at [jasmine@fashiondistrict.org](mailto:jasmine@fashiondistrict.org).

Link: <http://fashiondistrict.org/la-fashion-district-bid/careers/>

**Internship Announcement**

The LA Fashion District Business Improvement District (BID) is looking for marketing interns. Duties will cover a variety of marketing/PR roles, but will focus primarily on social media and creating content for the Fashion District blog.

**Responsibilities:**

Create content for social media and blog posts for [fashiondistrict.org](http://fashiondistrict.org) and [thesanteealley.com](http://thesanteealley.com)

Help maintain databases and website directories for [fashiondistrict.org](http://fashiondistrict.org) and [thesanteealley.com](http://thesanteealley.com)

Assist with coordination of PR programs and media relations as needed

Assist with in-house collateral design and copy editing as needed

**Qualifications:**

Excellent listening and communication skills

Excellent writing skills

Proficient in Microsoft Office

Outgoing, comfortable building relationships with business owners

Must be able to use own laptop

Photography and photo editing knowledge preferred but not required

Interns must be able to commit 10 hours per week for 3 months and be currently enrolled in an accredited/degree program or willing to do the internship on a volunteer basis.

Interested candidates must submit their cover letter and resume to Ariana Gomez at [ariana@fashiondistrict.org](mailto:ariana@fashiondistrict.org).

The LA Fashion District Business Improvement District (BID) is a non-profit organization dedicated to making the LA Fashion District a safe, clean, and friendly place to live, shop, and do business. The BID is funded by almost 1,000 property owners in Fashion District. It includes flowers, textiles, and retail and wholesale fashion.

Link: <http://fashiondistrict.org/la-fashion-district-bid/careers/>

— Attachments: —

---

LA Fashion District - Office Assistant Job Announcement.pdf	70.2 KB
LA Fashion District - Internship Announcement.pdf	64.9 KB